

APPENDIX F: MAINTENANCE CHECKLIST



Applicant: _____

Address: _____

Scope of Work: _____

Date: _____

COA Application **Review** Checklist

Yes

No

N/A

Application Materials Submitted

- Detailed plans
- Photographs, including context
- Material samples
- History of building, site (if requested)

Site Visit

- Has a site visit been made?

Specific Review Areas

- Site orientation
*Setbacks, scale, massing, facing street,
garage location, height? Corner lot?
Does it fit in context?*
- Façade/Walls
*Material? Change in material? Fits with
historic character? Acceptable
substitute material? Acceptable new
construction?*
- Windows
*Material? Repair or replace? Detail?
Muntins? Compatible with style of
building? Storm windows?*

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	Yes	No	N/A
<ul style="list-style-type: none"> Roof areas <i>Material, shape, historic appropriateness?</i> 	_____	_____	_____
<ul style="list-style-type: none"> Entrances, porches and doors <i>Material? Historic location? Storm door design, railings, appropriate for style of house?</i> 	_____	_____	_____
<ul style="list-style-type: none"> Colors <i>Change or existing? Listed on chart? Appropriate for style? Context?</i> 	_____	_____	_____
<ul style="list-style-type: none"> Landscaping <i>Foundation plantings, concealing service elements, fence material and type?</i> 	_____	_____	_____
<ul style="list-style-type: none"> House numbers and name plates <i>Size and location, does it dominate the façade?</i> 	_____	_____	_____

Intent of Guidelines

<ul style="list-style-type: none"> Is the character of the building preserved? 	_____	_____	_____
<ul style="list-style-type: none"> Is the design compatible with the district? 	_____	_____	_____
<ul style="list-style-type: none"> If demolished, would the loss of this building negatively impact the historic district? 	_____	_____	_____
<ul style="list-style-type: none"> If so, can the building be reasonably reused? 	_____	_____	_____

Notes: